



POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE :	WORKS FIELD OFFICER
REPORTING TO:	COUNCIL SERVICES MANAGER / TEAM LEADER WORKS - UTOPIA
LEVEL:	1
LOCATION:	UTOPIA

OBJECTIVES OF THE POSITION:

Operating under the direction of the Council Services Manager / Team Leader Works and in accordance with Central Desert Regional Council corporate plans and policies and relevant legislation this position is responsible for:

- Maintenance and development of Utopia homelands, municipal and essential services, housing management, roads, waste management facilities and Council infrastructure.
- Work duties within the Council workshop for the maintenance and operations of plant, equipment and vehicles.
- Working co-operatively with other Council employees (i.e. CDP participants, Essential Service Officer) engaged by Council.

DUTIES AND RESPONSIBILITIES:

- Undertake a range of work duties regarding on-ground community development projects.
- Maintain waste management facilities and Council infrastructure in good working order.
- Ensure all tools, plant, equipment and vehicles are used appropriately and maintained in good working order.
- Provide verbal work reports as requested by the Team Leader Works.
- Effectively contribute as a member of a team in the community and promote a safe and harmonious work environment.

SELECTION CRITERIA

Essential

- An awareness of issues affecting Aboriginal people in remote locations.
- Demonstrated experience in operating plant and equipment for community development proposes.
- Demonstrated ability to operate safely within a workshop environment.

- Good oral communication skills.
- Sound knowledge of Occupational Health and Safety requirements.

POSITION ATTRIBUTES:

Level 1 covers entry level for operational employees with minimal experience and qualifications.

Authority and accountability: Completion of generic and basic tasks involving the utilisation of basic skills under established practices and procedures. Individual or team work is closely monitored under direct supervision.

Judgment and problem solving: Judgment is minimal and work activities include routine and clearly defined work which is co-ordinated by other employees. The tasks to be performed may involve the use of a basic range of tools, techniques and methods within a limited range of work.

Specialist knowledge and skills: Job specific knowledge and skill are obtained through on-the-job training and workplace-based induction training.

Management skills: Not required at this level.

Interpersonal skills: Limited to basic communications with other staff and possibly with the public.

Qualifications and experience: An employee in this level will have commenced on-the-job training, which may include an induction course.

Note to Candidates

The Works Field Worker will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Drive a 4WD vehicle.
- Have a reasonable level of fitness.
- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.
- Meet all the requirements of the Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply. This position is identified.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.